

Contents

What is AIVA?	1
What are the timelines?	1
How do I log in?.....	2
How do I find my AHS- IT provided email or password?	3
AHS- IT provided email.....	3
Password.....	3
How do I complete AIVA?	3
AIVA Completion Confirmation	3
Can I view previous year AIVAs?	4
Where can I see my current privileges?	4
What do I do in the Mandatory Training tab?.....	4
I don't know if I have completed the courses, how do I find out?.....	5
Whom can I contact with questions?.....	5
Appendix A: AHS Medical Staff Bylaws and Rules.....	6
For more information, please refer to the Alberta Health Services Medical Staff rules here. (Section 3.4.4)	6
Appendix B: AHS Midwifery Staff Bylaws and Rules	6
For more information, please refer to the Alberta Health Services Midwifery Staff rules here. (Section 5.1)	6
Appendix C: Collection of Information	6

What is AIVA?

The Annual Information Verification Attestation is a requirement of both the Medical & Midwifery Professional Staff. On an annual basis, Practitioners must submit to AHS their proof of practice permit (license), professional liability coverage and attest that they remain fit to practice competently. Practitioners can also review their current appointment and privileging profile, as well as demographic information. The Alberta Health Services (AHS) Medical Staff Bylaws and Rules ([Appendix A](#)) and the AHS Midwifery Staff Bylaws and Rules ([Appendix B](#)), further define the requirements.

What are the timelines?

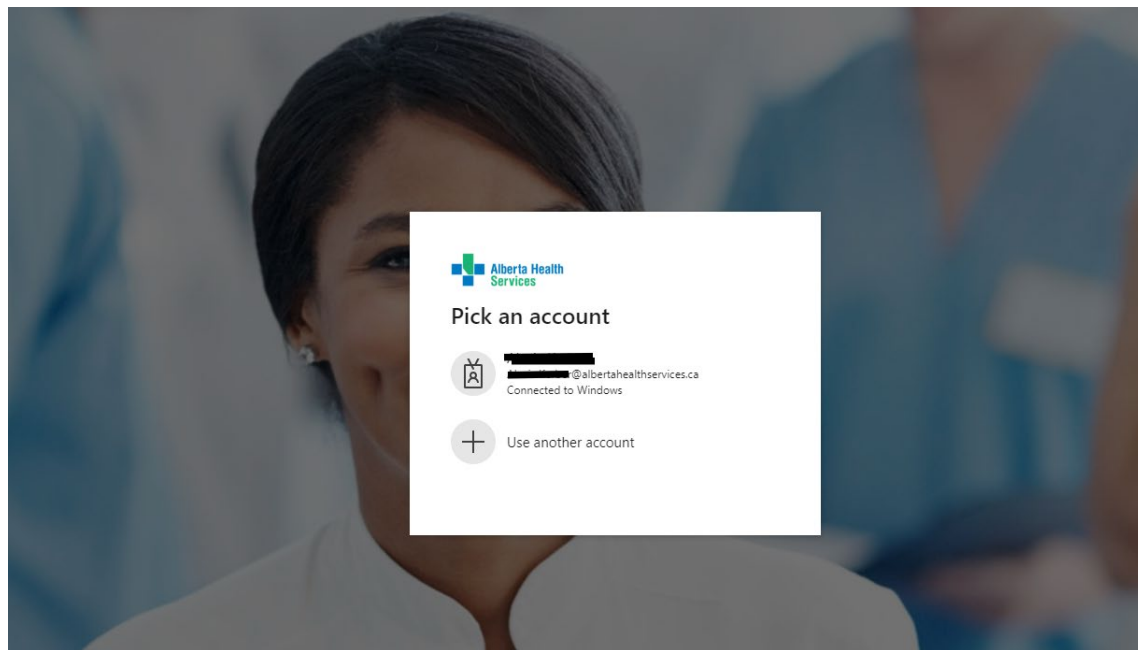
Every January, Medical Affairs will initiate the AIVA process for each Practitioner based on their primary appointment with the AHS Medical or Midwifery Professional Staff. This process is online via the Service Hub platform. Practitioners have around 4 weeks to submit their AIVA and doing so should take roughly 5 minutes to complete.

How do I log in?

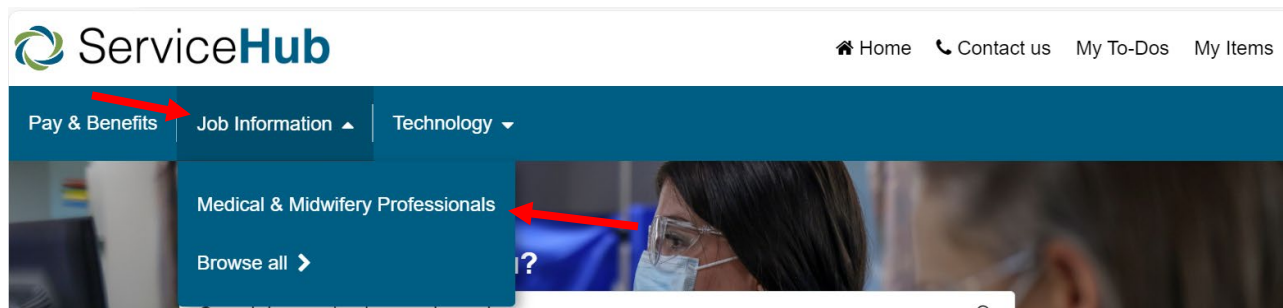
You will receive four (4) AIVA notifications to your AHS- IT provided email address on file, and each will contain a direct link to your AIVA. Following the link will take you directly to the log in page, and then straight to your AIVA.

Log in by picking your account listed or choosing “Use another account” and typing in your AHS-IT provided email addresses. Do not abbreviate your email address (i.e. AHS)

You will then be brought to the next page to enter your password.



You can also access your AIVA anytime through [Service Hub](#), by navigating to the Medical & Midwifery Professionals page.



How do I find my AHS- IT provided email or password?

AHS- IT provided email

Your AHS – IT provided email is included in the AIVA notification emails you receive.

Password

Your AHS password is the one associated with your AHS – IT provided email. If you are not sure of your password and need a password reset please contact IT support 1-877-311-4300 or use the [self-service option](#). If you require a reset, please ensure that IT Support walks you through the creation of a permanent password.

Please note that you cannot set a permanent password from the Service Hub login page.

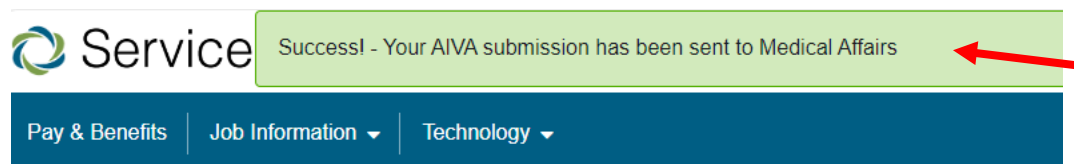
How do I complete AIVA?

To complete your AIVA, please review your information on each page and make any necessary changes. Check the "I have reviewed" box at the bottom of each page; you can then save and continue to proceed through your AIVA. You can upload any required documents by using the upload icons, as well as request a change form by selecting the "Request Change Form" checkbox within the relevant pages.

Once you have made any required updates and verified your information, you will complete the Attestation and Declaration pages; you can then submit your AIVA.

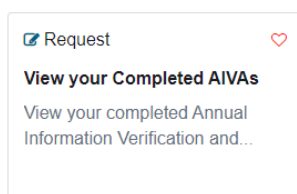
AIVA Completion Confirmation

Once you have submitted your AIVA you should see an on-screen confirmation like this:



You will also receive a confirmation email with a PDF copy of your completed AIVA and the point in time privileging memo.

After submission, you can go back to Service Hub and review your submitted AIVA through the "View Your Completed AIVAs" tile. The privileging memo relevant to the current year AIVA will be viewable here as well.



Can I view previous year AIVAs?

You can view your previously submitted AIVA for 2024 and then ongoing.

If required, you may request an excel format report of your AIVA from previous years by emailing AIVA@ahs.ca.

Where can I see my current privileges?

Page 5 of your AIVA has a downloadable PDF copy of your current appointment and privileging profile.

Appointment and Privileging memo – please click the file to download, and select "open file" from the download status bar, to open the PDF in a new browser tab.

Flintstone, Pebbles (██████) 2023 AIVA Privileges.pdf



Please click on the pdf to download and review your privileges in pdf format. The PDF will open in a separate browser tab, and you can also save to your computer for your personal records. You can access this privilege memo anytime through the “View Your Completed AIVAs” tile in [Service Hub](#).

What do I do in the Mandatory Training tab?

AHS uses MyLearningLink (MLL) as its organizational learning management system. It can be accessed [here](#). Your login and password are the same as your main AHS network login and password that you would use to log in to an AHS computer or log in to Connect Care, etc.

You are reviewing the complete or incomplete status of your Required Organizational learning only. **You can still submit your AIVA without completed courses, but it is highly recommended to complete these ASAP.**

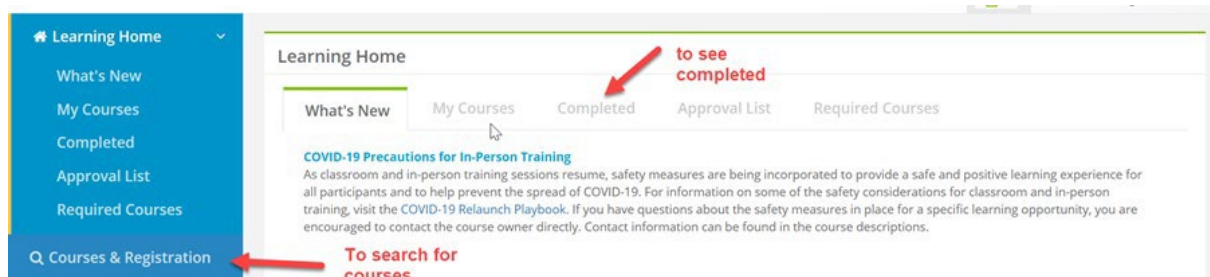
If you feel your course status is incorrect (meaning you previously completed them outside of a 48-hour window) you can complete the attestation through the available links and your request will be processed by Provincial Medical Affairs and the MLL Team.

I don't know if I have completed the courses, how do I find out?

Courses will be checked as complete in your AIVA if our system has received the feed. You can also go into My Learning Link and check on your completed course and see if it is there. If not, you can then register and complete.

To find the courses – log into [My Learning Link](#).

Search for completed courses by clicking Completed. Then on the left-hand side of the screen there is a “courses and registration”. If you click there you can search by course:



To Search for:

- On Our Best Behavior search:
 - InfoCare – the Annual Continuing Education (ACE)- Info Care – On our Best Behaviors.
- Indigenous Awareness search:
 - Indigenous People in Alberta Introduction Course
 - Indigenous Awareness & Sensitivity Training
 -

Whom can I contact with questions?

Medical Affairs Offices:

North Zone: nz.privileging@ahs.ca

Edmonton Zone: edm.medicalaffairs@ahs.ca

Central Zone: cz.maprivileging@ahs.ca

Calgary Zone: cal.medicalstaffoffice@ahs.ca

South Zone: SZ.MedicalAffairs@ahs.ca

Recovery Alberta: privileging@ahs.ca

Public Health: MA.ProvPrograms@ahs.ca

Alberta Precision Labs: apl.medicalaffairs@albertaprecisionlabs.ca

Provincial Midwifery Administrative Office:

Midwives@ahs.ca

Appendix A: AHS Medical Staff Bylaws and Rules

For more information, please refer to the Alberta Health Services Medical Staff rules [here](#).
(Section 3.4.4)

Appendix B: AHS Midwifery Staff Bylaws and Rules

For more information, please refer to the Alberta Health Services Midwifery Staff rules [here](#).
(Section 5.1)

Appendix C: Collection of Information

The personal information within the AIVA is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act of Alberta.

For Medical Staff:

Details about how your information will be used are available at www.ahs.ca/MedStaffData.

If you have any questions about the collection of your personal information, please contact the CMO at CMO@ahs.ca

For Midwifery Staff:

Details about how your information will be used are available at:
[AHS & Your Personal Information](#)

If you have any questions about the collection of your personal information, please contact the Provincial Midwifery Administrative Office (PMAO) at midwives@ahs.ca.